



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 12/19/14

Denise Lawson and Jessica Lawson
2009 Burnett Ave
Ames, IA 50010

Dear Denise and Jessica,

This letter is in regards to the 12/18/14 compliance check of your Category C-2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. (Jermaine Clipper is an unreported adult living in the home. He needs to be reported to the Registration Unit with proper background records conducted. I have included a change application that can be used for this purpose.)

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (Fire and tornado drills need to be practiced and recorded each month. I suggest using the Emergency Drill Record sheet to record on each month.)

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (You need to obtain current vet check records for each of the two dogs in the home to be kept on file. If it has been more than a year since their last visit, new appointments must be scheduled.)

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (You need to obtain current physician signed statements of health for both providers and all household members to be kept on file.)

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (You need to find/obtain verification of current certification in the mandatory reporter training for both providers.)

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth

resuscitation, they must complete both a first aid course and CPR. (You need to find/obtain current certification in CPR and First Aid for both providers.)

☐ 110.5(2)d An individual file is maintained for each substitute and contains: (Jodi Jones was observed during the spot check acting in a role of substitute/assistant. She has not been applied for or approved by the Department, no background records have been run, and no file with health statement, mandatory reporter training and CPR/First Aid was available. I have included a change application with this mailing that can be used to apply to add her.)

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(4) **The certificate of registration is displayed in a conspicuous place.** (No current certificate of registration was displayed.)

110.5(8) Children's Files (Children's files were not available for review. You must establish/maintain a file for each child in your care. Each file should contain: identifying information on the child, parent contact information, list of who can pick up children, signed emergency medical treatment authorization form, current physician signed statement of health, and current immunization form.)

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive

conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times. (Jermaine Clipper needs to be added as a household member and Jodi Jones needs to be applied for as an assistant/substitute.)

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute. (Jodi Jones not approved.)

110.5(10) Substitutes

☐ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before** 2/6/15.

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 2/6/15.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

C. Mark Chappelle
Social Work Supervisor
(515) 993-1705

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC%20Professional%20Development.pdf) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).